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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Executive Officer/TR

DATE: 21 December 1955

FROM : Chief, Instructional Services Branch/TR

SUBJECT: Weekly Activity Report No. 51  
14 - 20 December 1955

## I. SIGNIFICANT ITEMS

None

## II. OTHER ACTIVITIES

1. The final printing of the OTR Fifth Anniversary Report has been completed by Printing Services Division/LO. [redacted] of PSD/LO has been extremely helpful in assisting VAS/ISB in the overall production of the Report, and seeing to it that the final printing was completed by the deadline date.

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2. Graphics Register/OCR requested from ISB/TR prints of the OTR produced short training films [redacted] and [redacted] for showing to the staffs of the [redacted] at [redacted]. Graphics Register had requested clearance for the release of the two films to the Army, since the request was similar to one wherein GR/OCR had sent retention copies of the two films to [redacted] without the concurrence of OTR for such a release. GR/OCR was informed that OTR currently feels that the two films in question should not be released until the official OTR position is made clear regarding the dissemination of training films. A memorandum is being written clarifying the OTR position.

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3. Support of [redacted]

a. The production of five sterile map sheets—the final drafting corrections are being made and the printing of the maps is underway.

b. [redacted] has been delegated by FE/6 as the liaison channel with [redacted] regarding all questions concerning maps and training aids. [redacted] will carry out the liaison duties until his departure 20 January 1956.

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c. A recent cable request from the Station for the lamination of 52 training films was discussed with both [ ] 25X1  
[ ] FE/6. C/ISB informed the Branch that the question of using laminated training films in such quantity was currently being considered in all of its varied aspects and that the practicality of converting all training films to a laminated magnetic track was under discussion.

d. A total of three military-produced training devices have been transferred from the VAS storage to FE/6 for shipment to the island. Other training aids and devices recommended by ISB have been ordered for use [ ] 25X1

4. Bibliographies and Research:

a. A bibliography of books dealing with religion in the USSR has been requested by [ ] instructor, [ ] 25X125X1

b. Information dealing with [ ] has been forwarded to the requestor, [ ] Survival instructor, [ ] 25X1  
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c. Contact has been made with the Liaison Division requesting materials from [ ] and from the [ ] of training given at [ ] 25X1  
25X1 Requested by [ ] LETS Area instructor. 25X1

d. Technical information dealing with various types and models of printing presses and equipment has been forwarded to [ ] CPW instructor.

5. Publications and Reproduction:

a. Twenty copies (photostat) of the instruction manual dealing with [ ] have been received from PSD/LO and forwarded to [ ] Additional photography of the [ ] 25X1  
[ ] has been withheld by C/ISB until the need for the photos is clarified.

b. Catalog of Courses—Revisions, All Catalogs: The material has been completed and is presently being collated at PSD/LO. The Field issue has been received and is currently being distributed. The Catalogs 100-1 and 101-1 will be distributed as soon as these are delivered to ISB from PSD/LO.

6. Attendance at the language film programs:

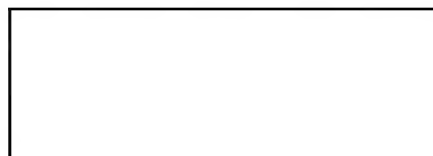
a. German 14 December [ ]  
b. Spanish 15 December  
c. Italian 20 December

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7. Training aids completed during the week:

- a. Basic Orientation. Miscellaneous signs--total: 1
- b. Clerical Orientation. Processed a Vu-graph slide transparency.
- c. A&E Staff. A total of 10 copies each of various IBM card handouts.
- d. The decorations for the OTR Christmas Meeting, to be held in the R&S Auditorium are in the process of being completed. The final decoration of the Auditorium will be completed 21 and 22 Dec.  has done a commendable job in handling the work of Decorations Committee.
- e. Repaired and refinished 3 blackboards for use within OTR.

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